

## Instruction manual for turnitin

From creating a user account to screening the first text. For more detailed information visit:  
[http://turnitin.com/en\\_int/training/instructor-training](http://turnitin.com/en_int/training/instructor-training).

### 1. Application for account-ID and password via e-mail

As a first step, send a message from your university account (@...uni-heidelberg.de) to [turnitin@urz.uni-heidelberg.de](mailto:turnitin@urz.uni-heidelberg.de). Make sure you put 'Application for account-ID' as the subject. You will automatically be sent an e-mail containing your account-ID and password.

### 2. Creating a user account

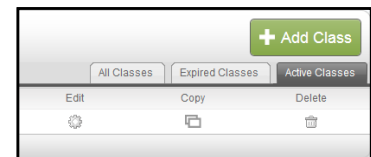
- Go to [http://turnitin.com/en\\_int](http://turnitin.com/en_int) and select your language.
- Click on 'create account' in the top right-hand corner of the screen and select 'create new account' (instructor).
- In the next window, enter the account-ID and join password you received via e-mail (see step 1) and fill in the user's details (name, e-mail address, and password).
- After you have accepted the terms of use, the registration is complete.



### 3. Creating a class

You are required to create a course ('class') in order to have texts analysed:

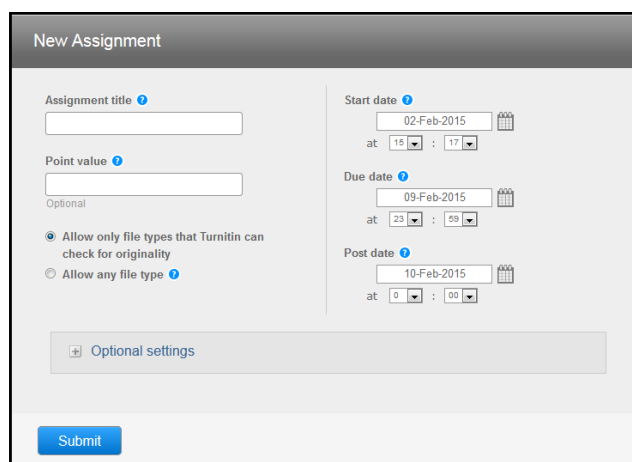
- Click on the link 'add class'.
- Assign a name for the class and create a password. You do not have to remember the password, since you won't need it again if you have the papers analysed yourself.



### 4. Adding an assignment

The final step before screening the first text is the creation of an assignment.

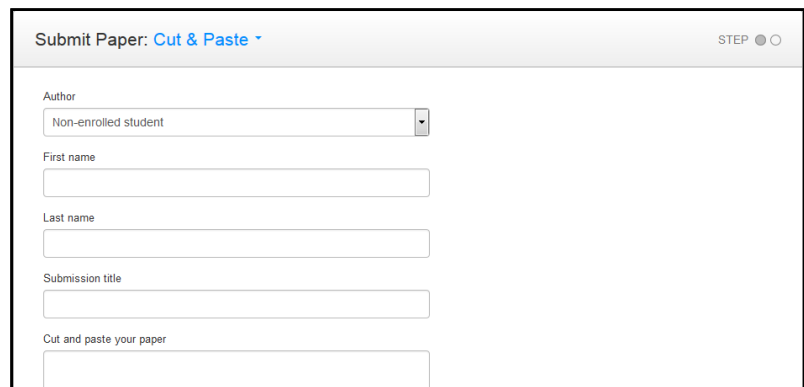
- Click on the link to your newly created course. Then, select 'Add assignment'.
- 'Assignment' includes all texts to be handed in (e.g. seminar papers, written presentations, dissertations etc.)
- You can choose your own title and deadline for the assignment.
- Confirm this step by clicking on 'submit'.



## 5. Checking a text

You can now start analysing texts.

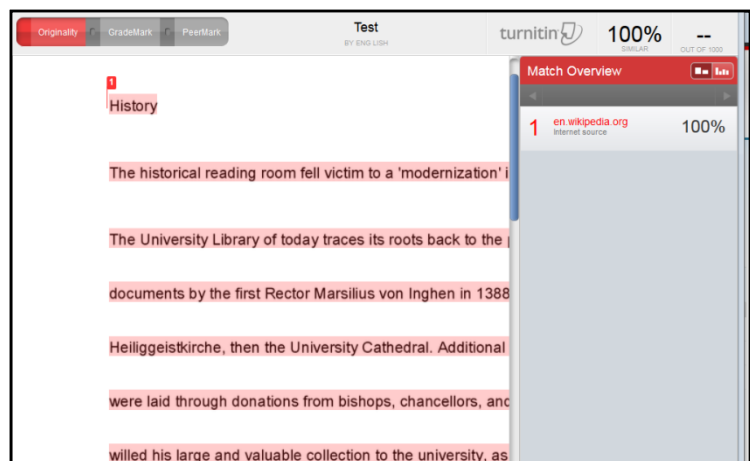
- You can see your course along with the assignment you created. Select 'submit' from the menu 'more actions' on the right hand side.
- Next, select option 'cut and paste upload' in the window 'submit paper'.
- Tag the entire text of the electronic document, save the personal data of the author (i.e. title page: name, e-mail address and matriculation number) and copy it.
- Insert the text using browser option 'paste' (or Ctrl+V) into the window 'cut and paste your paper'. Fill in the boxes 'first name', 'last name', and 'submission title' using pseudonyms which allow you to match course participants and their paper later on.
- Click on 'upload'. After you have done that, you can return to the turnitin home page via the icon 'go to assignment inbox'.
- Leave turnitin with 'logout'. If you wish to access the results straight away, you can also remain logged in.



## 6. Accessing results

After a short while (usually within minutes), the results are ready to be accessed.

- If you want to access the results, go to the home page and sign in with your e-mail address and password (cf. step 2).
- Click on the name of your course and then on 'View'.
- To view an Originality Report, click the paper's Originality Report icon in the similarity column.



We wish to thank the University of Bielefeld, whose user's manual we used as a template.